



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, June 3, 2025, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Sandra W. Bryant, Mayor Pro Tem

Andy Jackson)
Curtis Strickland)
Rex Stainback)
W. Keith Bell)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director
Lawrence Wiggins, Police Chief
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Larry Chalker, Public Works Director
Jason Patrick, Fire Chief

Mayor Doughtie called the meeting to order at 5:30 p.m.

Mayor Doughtie provided an invocation. The Pledge of Allegiance was recited.

Adoption of Business Agenda

Mayor Doughtie asked Council members if there were any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Councilman Bell, seconded by Mayor Pro Tem Bryant, and unanimously carried to adopt the business agenda as presented.

Public Comment (Unscheduled)

Jerry McDaniel

Mr. McDaniel stated he signed up to speak about the abortion on W. 2nd Street. Is possible for someone to buy a slum building downtown for \$1 and make the City tear it down for \$200,000. If that is the start of it, don't they need to nip that in the bud. He knows it is legal but is it ethical and moral. Just because they are trying to hide down the LLC rabbit hole, somebody ought to come down there and get them and straighten them out. That deal going on down on the street looks like the mayor's deal over there at the Canal Walk; it stinks. That deal might have been done with the same proverbial dollar that property passed down through four people and could use the same dollar to make it legal. The old proverbial dollar that gets passed, that is the dollar he was talking about. You can imagine what you can do with an LLC and a dollar. He would like it to be looked into.

Approval of City Council Minutes

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to approve the May 20, 2025, Regular City Council Meeting minutes as drafted.

Public Hearing

Special Use Request for Accessory Apartment 112 Jeffrey Circle

Planning & Development Director Anderson, duly sworn, presented and reviewed the following staff report for a Special Use Request:

MEMORANDUM

To: Kelly Traynham, City Manager

From: Kristyn K. Anderson, Director of Planning & Development

Re: **Special Use Permit Request for an Accessory Apartment, Located at 112 Jeffrey Circle in the Roanoke Rapids ETJ**

Date: May 27, 2025

Special Use Permit Request

A Special Use Permit (SUP) request from Kimberly Cross (*applicant and property owner*) to establish an accessory dwelling unit to a single-family residence at 112 Jeffrey Circle. This property is a .2181± acre parcel of land in an R-8, Residential District identified as Halifax County Tax Parcel 0911300.

EXECUTIVE SUMMARY

Accessory apartments are permitted with approval of a Special Use Permit from the City Council. As such, the applicant is seeking SUP approval for the existing single-family residence of Kimberly Cross to permit establishment of a family member suite. The Cross' seek to convert the garage located at the rear of the dwelling for use as an accessory apartment. The proposed apartment is to be independent from the single-family dwelling. Shared driveway access is provided via an existing driveway.

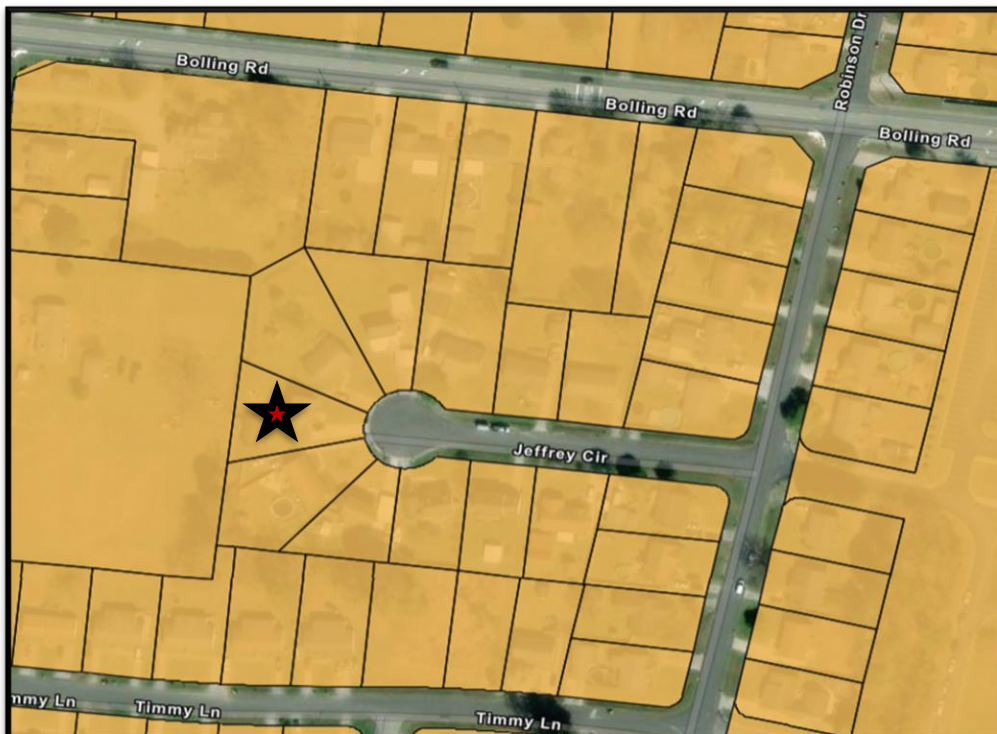
The Land Use Ordinance (LUO) defines a Single-Family Residence with Accessory Apartment as, "a residential use having the external appearance of a single-family residence but in which there is located a second dwelling unit that comprises not more than 25% of the gross floor area of neither the building nor more than a total of 750 square feet."

The subject parcel has a size of .2181± acres and is located next to similarly sized parcels in the Cul de sac of Jeffrey Circe which is located within the Roanoke Rapids ETJ. The property is adjacent to Robinson Drive, south of Bolling Rd and to the West side of Belmont Elementary School.

SUBJECT PARCEL VICINITY MAP

This property is currently developed with a single-family dwelling, with a zoning designation of R-8, Residential District.

The subject property is currently zoned R-8, Residential District, which is designed to accommodate single-family dwelling units on lots of 8,000 square feet and larger as set forth in Section 151-181. See zoning map excerpt below.



Planning and Development staff have made the following findings concerning this request:

1. The requested permit is within its jurisdiction according to the table of permissible uses; or

The permit requested is within the Roanoke Rapids Extraterritorial Jurisdiction. Accessory apartments are authorized in the R-8, Residential District, with a Special Use Permit. The request is for Single-family residence with accessory apartment, which is provided a classification of 1.130 per LUO Section 151-149, Table of Permissible Uses.

2. The application is complete; or

The application is complete.

3. If completed as proposed in the application, the development will comply with all of the requirements of The Land Use Ordinance; or

The development will be required to comply with all the requirements of the Land Use Ordinance if completed as proposed in the application.

The following seven (7) items were considered and evaluated as follows:

- 1: ingress and egress to the lot and proposed structures, especially by pedestrians and automobiles, is safe and convenient in terms of access and traffic flow; and,

Staff find this to be true. This site has frontage on Jeffrey Circle, an improved street, with an existing driveway, providing access to the proposed accessory apartment. This portion of Jeffrey Circle serves several houses, however there is a minimal amount of street traffic.

- 2: off-street parking and loading effect on adjacent property (in terms of traffic generation, economic impact, noise, glare and odor) similar to uses permitted in that zoning district; and,

Staff find there is likely no negative impact on neighboring properties. The proposed use of the property is unlikely to cause any traffic generation issues. Any required parking for vehicles may be accommodated on the existing driveway.

- 3: refuse disposal effect on adjacent property with similar uses permitted in that zoning district; and,

Staff finds no likely negative effect should occupants utilize common practices in refuse disposal. Halifax County Public Utilities provides refuse collection.

- 4: utilities are available; and,

Staff believe this is probably true, with connections and extensions coordinated with appropriate entities.

5: the type, dimensions and character of screening and buffering satisfactorily screens adjacent property; and,

Staff find screening to be adequate for residential development. This parcel of land is zoned R-8 residential, and based on its construction blends in with adjoining properties and requires no additional screening or buffering.

6: signs and lighting affect adjacent property similar to uses permitted in that zoning district; and,

Staff believe that exterior lighting is to be the norm for a residential property. There should be no signage for this additional residential use.

7: required yards, open space and existing trees and other attractive and natural features of the land are preserved.

Staff believe this is probably true. This lot is currently developed and landscaped.

Given the preceding, Staff has made the following findings concerning this request:

If completed as proposed, the development, more probably than not:

(a) provide no material endangerment to the public health or safety; or

Staff believe this is probably true. The applicant shall be required to comply with all applicable federal, state and local codes and ordinances. An assessment of the previously referenced seven items used to evaluate areas of concern indicates no specific endangerment to public health or safety.

(b) the use will not substantially injure the value of the adjoining or abutting property; or

Staff believe this is probably true. Staff finds no specific reasons for potential negative effects on the value of adjoining or abutting property.

(c) the use will be in harmony with the area in which it is to be located; or

Staff believe this is probably true. The proposed use will be residential in nature and in character with the existing surrounding residential land uses.

(d) the use will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially adopted by the City Council.

Staff find this to be true. The plans submitted will agree with the policies of the Comprehensive Development Plan, Thoroughfare Plan as well as the Land Use Ordinance and other officially adopted plans of the City. The Comprehensive Plan:

Future Land Use map designates this area as suitable for medium density residential. The property is located within the Planning Jurisdiction and staff believe it is in conformity with the following Comprehensive Development Plan policies:

Residential Land Use

9.1 Innovative land planning techniques shall be encouraged as a means of providing for a variety of identified city-wide housing needs.

9.3 Land uses considered harmful to the health, safety and welfare of area residents shall be prohibited from infringing upon the livability of residential areas.

9.4 Proposed residential development which would expose residents to harmful effects of incompatible development or environmental hazards shall be prohibited.

THE APPLICANT HAS ADDRESSED THE REQUISITE QUESTIONS, WHICH MUST BE ANSWERED BY THE CITY COUNCIL IN HIS APPLICATION. IT IS YOUR OBLIGATION TO ENSURE EACH HAS BEEN ADEQUATELY ADDRESSED AFTER HEARING ALL THE PARTIES PRIOR TO RENDERING A FINAL DECISION.

Planning & Development Staff Review

After a complete review of the information submitted by the applicant, it is the Staff's opinion the request satisfactorily meets the requirements of the Land Use Ordinance.

Property owners within 100 feet of the subject property were notified of this public hearing by first class mail, sent May 21, 2025. Notice was posted to the site on May 23rd, 2025. This meeting was advertised in the Daily Herald on Saturday, May 24, 2025.

Planning & Development Director concluded her presentation and asked if there were any questions.

Mayor Doughtie asked if the request was approved and someone builds the structure, the owner probably would not be able to sell that property to another person because don't you have to have a certain amount of land to sell a dwelling.

Planning & Development Director Anderson said with a Special Use Permit it would be a variance in that way where it was something that is allowed specifically to this property and received special permitting. It was kind of like a grand-fathered situation. One can still sell those properties no matter how it was designed at that point, it is accepted. In this case, the owner is going through the proper channels to get the approval so it would be sold with an accessory apartment. Whether the new purchaser would decide to use it for that reason would be on them at that point. The special use permit runs with the land.

Mayor Doughtie asked if that was a yes or a no. Planning & Development Director Anderson replied yes, you can sell it. He asked if they could sell the apartment individually. She replied no, it was one parcel of land.

Mayor Doughtie stated when he built his garage and put an apartment above it, he was told at that time, which was ten plus years ago, that only a member of the family could reside in that property.

Planning & Development Director Anderson stated that it would be up to what City Council decides today, based on the conditions of the Special Use Permit. The Planning Department does not identify who can stay and who can go, but if they had a condition that is deemed that, they could likely do it.

Councilman Strickland clarified that the garage was already built and would be converted to an apartment within the same footprint. Planning & Development Director Anderson replied that was correct.

Mayor Doughtie opened the public hearing and asked those wishing to give sworn testimony and evidence to come forward.

Note: Owner/Applicant was present, but did not wish to speak.

With no one wishing to speak, Mayor Doughtie closed the public hearing.

Mayor Doughtie guided City Council through the Evaluation Work Sheet.

Is it the consensus of the City Council that the requested permit for the following:

(a) Will not materially endanger the public health or safety.

Motion was made by Councilman Bell, seconded by Councilman Stainback and unanimously carried that based on the public hearing testimony and the foregoing staff report dated May 27, 2025, it is the consensus of the City Council that the requested permit will not materially endanger the public health or safety.

(b) Will not substantially injure the value of adjoining or abutting property; or

Motion was made by Councilman Strickland, seconded by Councilman Jackson and unanimously carried that based on the public hearing testimony and the foregoing staff report dated May 27, 2025, it is the consensus of the City Council that the requested permit will not substantially injure the value of adjoining or abutting property.

(c) Will be in harmony with the area in which it is to be located; or

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Bell and unanimously carried that based on the public hearing testimony and the foregoing staff report dated May 27, 2025, it is the consensus of the City Council that the requested permit will be in harmony with the area in which it is to be located.

(d) Will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially adopted by the City Council.

Motion was made by Councilman Stainback, seconded by Councilman Jackson and unanimously carried that based on the public hearing testimony and the foregoing staff report dated May 27, 2025, it is the consensus of the City Council that the requested permit will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially adopted by the City Council.

SECTION IV FINAL DECISION – All motions above must be found TRUE to approve the requested permit.

Motion was made by Councilman Jackson, seconded by Councilman Stainback that based on the public hearing testimony and the foregoing staff report dated May 27, 2025, it is the consensus of the City Council that the requested Special Use Permit be granted to Kimberly Cross for an accessory apartment located at 112 Jeffrey Circle with the conditions set forth by the Land Use Ordinance.

Mayor Doughtie asked City Council before they took a vote if there were any other conditions they would want to suggest. There were none.

Mayor Pro Tem Bryant asked if they had said any persons residing in the accessory apartment had to be family members. Planning & Development Director Anderson replied no.

Mayor Pro Tem Bryant asked if the apartment could be used as an Airbnb. Planning & Development Director Anderson replied it would be used as an accessory apartment only and that is how the department was defining it. There is a separate use for short-term rentals which would apply to Airbnb's.

Attorney Davis added he would have legal concerns about tying it to a family member or something like that.

Mayor Doughtie called for a vote. The motion carried by a unanimous vote to grant the Special Use Permit.

New Business

Consideration of Budget Amendment (OSC Unauthorized Substance Tax)

Finance Director Johnson stated the Police Department received \$391.30 in OSC Unauthorized Substance Tax. She presented the following budget amendment for their consideration:

**Ordinance No. 2025.16
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:

SECTION 1. The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Police – OSC Unauthorized Substance Tax	
Project Revenues - OSC Unauthorized Substance Tax	\$391.30
	<hr/>
FUND PROJECT TOTAL	\$391.30

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Police – OSC Unauthorized Substance Tax	
Project Expenditures - OSC Unauthorized Substance Tax	\$391.30
	<hr/>
FUND PROJECT TOTAL	\$391.30

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Councilman Bell, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.16) in the amount of \$391.30 for OSC Unauthorized Substance Tax.

Consideration of Budget Amendment (FY2024-2025 Budget)

Finance Director Johnson requested City Council approve the following budget amendment to decrease the FY2024-2025 budget to revise initially anticipated revenue projections.

Mayor Doughtie asked Finance Director Johnson for further explanation. She replied basically, she was asking to reduce what she had projected for revenue because it was over projected. This was suggested by the City's auditor so at the end of the fiscal year the City would not have to report to the Local Government Commission.

Councilman Bell confirmed that this basically would make sure this goes back to balance the books. Finance Director Johnson replied that was correct.

**Ordinance No. 2025.17
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:

SECTION 1. The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Amendment of the FY 24-25 Fiscal Budget	
Project Revenues – Amendment of the FY 24-25 Fiscal Budget	(\$1,422,715.00)
FUND PROJECT TOTAL	(\$1,422,715.00)

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Amendment of the FY 24-25 Fiscal Budget	
Project Expenditures – Amendment of the FY 24-25 Fiscal Budget	(\$1,422,715.00)
FUND PROJECT TOTAL	(\$1,422,715.00)

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.17) in the amount of (\$1,422,715.00) for the FY 2024-25 Budget.

Set Public Hearing for Fiscal Year 2025-2026 Budget

City Manager Traynham stated City Council held a special meeting last week, May 29, 2025 where the budget message and summary of the proposed fiscal year 2025-

2026 budget was presented. Initially, they intended for there to be a public hearing on the budget tonight, but they had not allowed enough time for themselves and the public to review and comment. She requested City Council set a public hearing to receive citizen input on the FY2025-2026 budget on Tuesday, June 17, 2025 during the City Council's regularly scheduled meeting that begins at 5:30 p.m.

She said City Council may receive public comments and depending on how it goes, they can decide to vote on the budget the same night or they can schedule a separate special meeting soon after to vote on the budget, as long as the budget is adopted by July 1st.

City Manager Traynham called attention to their budget notebooks given to them which includes a copy of the budget message, line-item expenses by department, proposed FY26 Salary and Grade Schedule (prepared by The MAPS Group), proposed FY26 Fee Schedule and a spreadsheet showing 10 years of revenues/expenditures by year with fund balance growth.

She noted the budget information is on the City's website and welcomed public input and comments on the budget. The public may submit written comments as well. Citizens are encouraged to come by City Hall to view the budget notebook, or they may view it online and attend the public hearing. She added this was a draft budget, it can be modified or changed up until adoption without requiring additional hearings. The first pass is out to the public in meeting the statutory requirement. They can anticipate some changes between now and then but that is why they have this time now to review the line items and make any adjustments as necessary.

Mayor Doughtie asked what is the figure that was significantly cut in the amount that was requested under Planning, Operating Expenses. He referred to the \$551,000 requested by the department and \$511,000 was cut and asked what that was for. City Manager Traynham replied the majority of that represents a reduction in the requested demolition funds until they can schedule those demolition funds when they have more accurate figures for each structure.

Mayor Doughtie stated this year they used Powell Bill funds to help with street resurfacing and asked if they were still considering using those funds for street resurfacing for the upcoming year. City Manager Traynham said they were looking at some other opportunities. Primarily, first they would like to see the pavement study completed for all the streets throughout town where they are graded and ranked. There is a resurfacing plan that would be associated with it so when they do receive the funding, they can spend it in a progressive manner as far as with the proper planning and diligence. The majority of the resurfacing funds are going to be used for

other eligible expenses, and the study is an eligible expense in that.

Mayor Doughtie said another request he receives from citizens other than resurfacing is concerning the alleys the City trash trucks, and other trucks go down. There are many that have very little swell or anything of that nature. He has received some complaints about problems in the 1200 block of Jefferson Street. There has been a lot of rain, so the water runs down the alley, instead off the alley into the yards. City Manager Traynham encouraged citizens to report their complaints to the Public Works Department or the City in general. Mayor Doughtie agreed and said Public Works Director Chalker told him they would be able to put in a work order when they report issues rather than telling him on the street.

Motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to set a public hearing during the June 17, 2025 regular City Council meeting at 5:30 p.m. to receive citizen input on the Fiscal Year 2025-2026 budget.

City Manager's Report

City Manager Traynham reported the following events and activities:

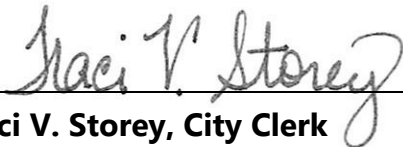
- The Fire Department has completed the annual hydrant testing.
- The new Fire Truck is undergoing an upfit at the vendor (Fire Connections) in Rocky Mount.
- Fire crews have been extremely busy over the last 3 months as they have responded to roughly 9 working residential fires. Some of the causes of these fires could have been preventable such as unattended cooking, misuse of extension cords. Public Safety Tips are being shared in the media.
- Stateside Landing residential development located at 236 E Littleton Road is going well.
- Express Oil-95 Premier Blvd is moving along as well with some inspections being completed.
- Laurel Glen (115 Clearfield Drive) upfit plans approved, subject to Fire Marshal comments. Permit issuance is expected any day.
- Planet Fitness- 1558 Julian R Allsbrook Hwy (former Staples & Badcock Furniture location) Building upfit plans have been reviewed and approved.
- The new Pickleball Courts at Rochelle Park are nearing completion. Project was funded through tourism dollars from Occupancy Taxes. Donated benches were received from

- generous residents in memory of a former resident who grew up playing tennis on the courts.
- Splash pad was inspected recently and the button that makes the water come out went bad. The button has been replaced. The system now needs reprogramming. As soon as this is working properly, the Splashpad will be open.
- RRHS Project Graduation – will be in TJ Davis all night this Friday, June 6 through Saturday morning, June 7.
- Senior Center Activities/Events – June 9 – Movie Monday, June 17 – Cooking with Herbs Class, June 25 – Patriotic Picnic, June 27 Outreach at Garysburg Community Center for NC Med Assist
- Library: Summer Learning Program, Color Your World will begin June 9th.
- Baseball Tournament – Youth Baseball will be hosting a LARGE tournament at Ledgerwood on June 26-29. This is a state tournament with 5 different age groups, U8-U12. Staff have been working diligently to get the fields/grounds in the best shape possible.
- Storm Damage:
 - Roanoke Canal Trail – all trees have been cut along the trail to get the trail open. It has not been cleaned up. Some areas of the trail need repairs, but the trail is passable, and users are encouraged to always exercise safety.
 - Ledgerwood – large set of bleachers flipped over twice.
 - Emry Park – One of the hardest hit parks as far as tree damage. The Forest Service, local volunteers and City departments and staff cut trees throughout the cleanup which has been very helpful.
 - Long Park had some damage.
 - Playground at Rochelle Park was damaged.
- The Public Works Dept. continues to maintain regular daily services while continuing to clean up from the May 16th storm. Trees damaged by the tremendous wind continue to fall. Crews responded to three different trees that fell into the streets this weekend which caused some local power outages.
- From the action City Council took to establish a storm fund, the City continues to use local contractors to help with heavier hit areas and use their equipment to help with stump collection/grinding.
- Staff are preparing to submit a letter to the Director of NCEM requesting assistance through an emergency declaration for reimbursement of the storm costs.

City Manager Traynham complimented all the City employees for their efforts. They have been selfless and giving it their all in a difficult time. She appreciates their dedication.

Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Mayor Pro Tem Bryant, and unanimously carried to adjourn. The meeting adjourned at 6:07 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: June 17, 2025